

Volunteer Manual











WELCOME!

NEW & RETURNING VOLUNTEER

Dear Volunteer,

I would like to welcome you to the volunteer programs of the Department of Recreation and Parks. We have a rich tradition in utilizing Howard County's committed volunteers in a diverse and beneficial way so that your participation will increase the quality of our program offerings and facilities. The opportunities are endless for you to assist us in the delivery of Recreation and Parks programs to all Howard County citizens. The commitment that you have made represents a willingness to improve your community now and in the future. The time that you have committed represents the belief that volunteering will improve the quality of life in our community.

The volunteer program plays a major role in the Recreation and Parks operation. The Department of Recreation and Parks and its staff are eager to begin working with you. I would like to sincerely thank you for your generous donation of your time and experience.

By reading this manual, you will become knowledgeable of the Department of Recreation and Parks system and hopefully the manual will answer most of the questions you may have concerning our department.

Again, I would like to thank you for volunteering your time and experience.

Sincerely,

John R. Byrd Director

John R Sysl

VOLUNTEERING GUIDEBOOK

Included is information regarding the various divisions within the Department of Recreation & Parks, as well as a range of topics relating to volunteering. Please read this manual before your volunteer opportunity. Continue to use it as a reference as your volunteer experience develops. Questions: Contact our Volunteer Manager at:

"Alone we can do so little; together we can do so much."

410-313-4624

Hellen Keller

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MISSION

To responsibly manage natural resources; provide excellent parks, facilities, and recreation opportunities for the community; and ensure the highest quality of life for current and future generations.

VISION

The Department of Recreation and Parks strives to deliver recreation and leisure opportunities that will improve the health and well-being of the community and to serve as model stewards of the environment by managing, protecting, and conserving our resources for a sustainable future.

CORE VALUES

- Exceptional Customer Service
- Professionalism
- Accountability

- Knowledgeable,
 Well-trained Staff
- Teamwork
- Integrity
- Trend Setting





Howard County RECREATION & PARKS



VOLUNTEER PROGRAM MISSION

The mission of the Volunteer Program is to enhance the programs and services of the Recreation and Parks Department with additional resources while providing opportunity for the citizens of Howard County to contribute to their community.

THE DEPARTMENT AT A GLANCE

ACCREDITATION

Howard County Recreation and Parks is accredited through the Commission for Accreditation of Park and Recreation Agencies (CAPRA). To achieve accreditation, the department is required to meet over 150 standards covering all operations contained in leisure services. These professional standards serve as an aid for improving performance and maintaining quality. They provide park and recreation agencies with an ability to evaluate their operation, while achieving and maintaining a level of efficiency and effectiveness. Howard County Recreation and Parks achieved accreditation in 2001, 2006 and reaccreditation in 2012.



DEPARTMENT OVERVIEW

The Department of Recreation and Parks was established in 1968 by county charter to plan and provide recreational programs, parks and facilities for your enjoyment. Howard County's Recreation and Parks and Open Space Master Plan set forth guidelines for developing county, community and neighborhood parks, preserving open space and historic sites and designing sites and recreation activities and facilities to serve the citizens of Howard County. Our mission is to utilize a TEAM approach to provide a high quality recreation and park system that promotes opportunities for all Howard County residents to pursue safe and enjoyable leisure activities in balance with protection and conservation of natural resources.

The Bureau of Capital Projects, Park Planning & Construction

Provides a quality park system for the citizens of Howard County helps protect the County's sensitive natural resources.

The Bureau of Parks

Provides management, maintenance, operation and construction services for county owned parkland, open space and facilities.

Park Renovations, Building Maintenance & Heritage Conservation Division is responsible for renovating park buildings, building playgrounds and bridges, repairing pathways, restoring tennis courts, preserving and conserving the heritage sites and various other tasks utilizing a broad range of skilled trades.

The Horticulture and Land Management Division is responsible for park horticulture wildflower planting, turf management and refuse collection and maintains the grounds of all the government buildings.

The Natural & Historic Resources Division is responsible for the Reforestation program; and, Howard County owned open space, management of wildlife habitat and wetlands and stream-bank stabilization. Additionally, the heritage initiative is to capture and convey the authentic and rich history of Howard County through educational programs and historic preservation.

The Parks Operations & Heritage Division manages and operates all of the parks including the regional parks: Centennial, Cedar Lane, Rockburn Branch, Schooley Mill and Western Regional. The Division maintains sports fields, conservation area and nature trails. Park Operations is also responsible for interpreting the heritage of Howard County as reflected in the diverse historic and cultural resources.

The Bureau of Recreation Services

Provides diverse leisure opportunities for all regardless of age or ability.

The Recreation Services Division is responsible for managing volunteer placements, planning and supervising trips and tours, festivals, concerts and general activities, (including arts, crafts, dance, and self-enhancement) programs for all ages.

The Sports and Adventure Services Division is responsible for planning and supervising sports, nature, adventure, fitness, coaching, concession, and martial arts programs for all ages.

The Recreational Licensed Childcare Division is responsible for providing childcare for preschool and school age children. Therapeutic Recreation programs are a part of this division.

The Bureau of Administrative Services

Provides customer service, publications, marketing, registration, technology and supplies, accounts payable and human resources.

Registration is responsible for promoting the many facets of the department and provides accurate, prompt, and courteous service to the public and staff throughout the registration process.

Marketing is responsible for providing marketing support and coordinating communication for department activities and events so as to improve brand awareness, enhance perceptions, and maintain a consistent message to the public and media.

Accounts Payable is responsible for providing a high level of internal and external customer service. To administer and monitor daily SAP transactions, including procurement card purchases, full-time payroll, service contracts, and petty cash request and monthly reconciliations for reimbursement.

Human Resources is responsible for providing support on all Human Resource issues, including staff training, and management of the part-time employment and payroll processes.

Technology is responsible for providing services which include a broad range of network administration tasks, domain security and control, hardware configuration, support and trouble-shooting, and full software support for the Department of Recreation and Parks.

Warehouse/Purchasing is responsible for providing duties which include assisting internal customers, processing purchasing documents, monitoring requisitions for correct account numbers, signature authority, and tracking the department's purchases.

STAFF CONTACT INFORMATION

Staff Directory

Gary J. Arthur Community Center at Glenwood			
Stephanie Simon, Center Manager	410-313-4844		
Heather Sites, Assistant Manager	410-313-4845		
Matt Zervas, Coordinator	410-313-4835		
General Information	410-313-4840		
Inclement Weather	410-313-4452		
Meadowbrook Athletic Complex			
Matthew Knoerlein, Center Manager	410-313-1163		
Krista Billingsley, Coordinator	410-313-1162		
General Information	410-313-1161		
Inclement Weather	410-313-4452		
North Laurel Community Center			
Matthew Madera, Center Manager	410-313-0456		
Tessa Hurd, Assistant Manager	410-313-0457		
Ashley Jones, Program Coordinator	410-313-0459		
General Information	410-313-0390		
Inclement Weather	410-313-4452		
Robinson Nature Center			
Stacey Yankee, Center Director	410-313-0404		
Meagan Leatherbury, Manager	410-313-0405		
Katie Peet, Naturalist	410-313-0407		
Brian Campbell, Volunteer Coord.	410-313-0406		
General Information	410-313-0400		
Inclement Weather	410-313-4452		
Roger Carter Community Center			
Julija Sajauskas, Center Manager	410-313-2722		
Todd Holmes, Assistant Manager	410-313-2765		
Montrez Brown, Coordinator	410-313-2748		
General Information	410-313-2764		
Inclement Weather	410-313-4452		
RECREATION SERVICES DIVISION			
Phil Bryan, Superintendent	410-313-1668		
Kathy Kemp Office Assistant	410-313-4620		
Priscilla Matthews, Reg. Assistant	410-313-4654		

Adult & Cultural Arts Programs			
Danielle Bassett, Manager	410-313-4634		
Karen B. Ehler, Supervisor	410-313-4635		
Early Childhood and Youth P			
Adam Wienckowski, Manager	410-313-4714		
Melissa Calleri, Supervisor	410-313-4721		
Cindy Ochs, Supervisor	410-313-4681		
Scott Corning, Coordinator	410-313-4622		
Volunteers and Special Proje	cts		
Shawnte Berry, Manage	410-313-4624		
Linda DiPanfilo, Coordinator	410-313-4704		
RECREATIONAL LICENSED CH	HILD CARE &		
COMMUNITY SERVICES DIVIS	SION		
Nicola Morgal, Superintendent	410-313-4723		
Kathie Williams, Assistant	410-313-3706		
Nakita Watkins, Reg. Assistant	410-313-4651		
Recreation Licensed Child Care Programs			
Joynel Young, Manager	410-313-2637		
Stephanie Wise, Manager	410-313-4712		
Claudia Charity, Supervisor	410-313-4636		
Glen Turner, Supervisor	410-313-4713		
Shavon Pearson, Supervisor	410-313-4633		
Donna Jackson-, Coordinator	410-313-1696		
Julia Martin, Coordinator	410-313-1687		
Brian Murphy, Coordinator	410-313-4797		
Lakishia Major, Coordinator	410-313-4717		
Therapeutic Recreation, Inclusion and			
Accommodation Services			
Susan Potts, Manager	410-313-4628		
(Vacant), Supervisor	410-313-4622		
Ruth Coleman, Coordinator	410-313-4708		

Teen and Grant-Funded Programs			
Holly Harden, Manager 410-313-4625			
Jennene Blakely, Supervisor 410-313-1693			
Kori Jones, Coordinator 410-313-4609			
Adult 55+ Programs			
Cathy Vigus, Manager 410-313-7311			
Curtis Gore, Coordinator 410-313-7281			
Trips and Tours Programs			
Cathy Vigus, Manager 410-313-7311			
Ginny Russ, Coordinator 410-313-7279			
SPORTS AND ADVENTURE SERVICES DIVISION			
Allan Harden, Superintendent 410-313-4652			
Cheryl Barone, Assistant 410-313-4711			
Freda Greenfield, Reg. Asst. 410-313-4737			
Adult Leagues			
Mark Pendleton, Manager 410-313-4703			
Patrick McGinnis, Supervisor 410-313-4716			
Susan Markovitz, Supervisor 410-313-4674			
Youth Leagues			
Matthew Knoerlein, Manager 410-313-1163			
Krista Billingsley, Coordinator 410-313-1162			
Community Sports and Partnerships			
Derek Ludlow, Manager 410-313-4706			
Sandra Lambert, Supervisor 410-313-4715			
Derrick Thompson, Supervisor410-313-4736			
Ray Hall, Supervisor 410-313-1689			
Beth Snyder, Admin Assistant 410-313-4630			
Community Sports and Partnerships			
Fitness, Lifetime Sports and Instructional Sports	S		
Programs			
Amy Patton, Manager 410-313-4718			
Brian Wyman, Supervisor 410-313-4705			
(Vacant), Supervisor 410-313-4637			
Carson Nickell, Supervisor 410-313-4720			
Amanda Bartell, Supervisor 410-313-1694			
Adventure, Nature and Outdoor Programs			
Dawn Thomas, Manager 410-313-1754			
Matt Medicus, Supervisor 410-313-1769			

Sports Events and Wellness	3	
Mike Blevins, Manager	410-313-1691	
Will Dunmore, Supervisor	410-313-1697	
PARK OPERATIONS - REGIONAL PARKS		
Heather Johannes, Superint.	410-313-1690	
Donna Szyman, Assistant	410-313-4647	
Belmont Mansion and Histo	oric Park	
Mary Ellen Baker, Manager	410-313-4632	
Cathy Allen, Asst. Manager	410-313-1686	
Zone 1 - Cedar Lane Park, S	avage Park	
Neal Hollingshead, Manager	410-313-7398	
Greg Fiala, Supervisor	410-313-7285	
Zone 2 - Centennial Park		
John Peach, Manager	410-313-0418	
Steve Schwarzman, Superviso	or410-313-7271	
Boat Dock	410-313-7303	
Zone 3 - Schooley Mill, Wes	tern Reg. Park	
Rick Femiano, Manager,	410-313-6133	
Jim Craft, Supervisor	410-313-5497	
Zone 4 - Rockburn Branch	Park	
Steve Reed		
NATURAL AND HISTORIC RESOURCES		
DIVISION		
, 1	0-313-4725	
<u> </u>	.0-313-1636	
Natural Resources		
<u> </u>	0-313-4697	
, ,	0-313-6209	
Phil Norman, Coordinator		
Heritage Programs and Facilities		
meritage rrograms and rac		
Caitlin Chamberlain, Manager Jamie Wilder, Coordinator	410-313-0420	

VOLUNTEER OPPORTUNITIES

FACILITIES & COMMUNITY CENTERS

Belmont Manor and Historic Park: Built in 1738, Belmont's 68 acres are surrounded by Patapsco State Park and consists off a manor home, a carriage house, a cottage, a large barn, tennis courts, and a pool. This facility has been restored and is the host to outdoor weddings and events. Volunteer opportunities include assisting with programs or events and maintaining the grounds.

Contact Belmont Manor & Historic Park Manager, 410-313-0200

Gary J Arthur Community Center: Located within Western Regional Park, this facility includes a fitness room, commercial kitchen, double gymnasium, pre-school classrooms, multi-purpose rooms, senior activity room and much more. Volunteer opportunities include assisting with special events, afterschool activities, facility maintenance, and other areas as needed.

Contact Gary J. Arthur Community Center Manager, 410-313-4840

Meadowbrook Athletic Complex: Also known as the "MAC", this facility includes indoor basketball, volleyball, field hockey, badminton, jump rope, and other athletic programs, tournaments, and special events. Volunteer opportunities include coaching positions, assistance with tournaments, programs, and classes, and facility supervision and greeters.

Contact Meadowbrook Athletic Complex Manager, 410-313-1161

North Laurel Community Center: This facility was built to serve the southeastern portion of the County. The facility includes a fitness room, commercial kitchen, double gymnasium, pre-school classrooms, multipurpose rooms, senior activity room and much more. Volunteer opportunities include assisting with special events, afterschool activities, facility maintenance, and other areas as needed.

Contact North Laurel Community Center Manager, 410-313-0390

Robinson Nature Center: A unique nature education facility situated on 18 acers of land adjacent to the Middle Patuxent Environmental Area. This facility provides volunteer opportunities in areas of special events, programs, and classes, nature projects, tour guides, facility supervision, and so much more. **Contact Robinson Nature Center Manager, 410-313-0400**

Roger Carter Community Center: A state-of-the-art 46,000 square foot community center that includes swimming and diving pools, basketball and volleyball courts, classrooms, fitness and exercise rooms with cardio and strength training equipment, a climbing wall, and much more. Volunteer opportunities include assisting with special events, afterschool activities, facility maintenance, and other areas as needed.

Contact Roger Carter Community Center Manager, 410-313-2764

PROGRAM AREAS

Adult and Cultural Arts: Offers a variety of activities, classes, programs, and special events for adult's ages 18 years of age and above. Programs include, but are not limited to cooking, arts and crafts, dance, music and theater, enrichment, and lifelong learning, classes. Volunteer opportunities are on an as needed basis and include assisting in the day-to-day operations of adult programs and events. Background checks may be required for volunteers over the age of 18 interested in assisting with any of these programs. **Contact Adult Programs Manager**, **410-313-4634**

Adventure & Outdoors: Programs include, but are not limited to archery, biking, campfires, campouts, walks, canoeing & kayaking, custom programs, fishing, rock climbing, school's out programs, and trail hikes. Volunteer opportunities include assisting in the day-to-day operations of programs, classes, and camps, assisting with trail hikes and in other areas as needed. Background checks may be required for volunteers over the age of 18 interested in assisting with any of these programs.

Contact Adventure & Outdoors Manager, 410-313-1769

Early Childhood and Youth: Offers a variety of activities, classes, programs, and camps for children ages 2 ½ to 10 years of age. Programs include, but are not limited to cooking, arts and crafts, dance, fitness, language, music and theater, enrichment, science and technology, and chess classes and camps. Volunteer opportunities are on an as needed basis and include assisting in the day-to-day operations of youth programs and camps. Background checks are required for volunteers over the age of 18 interested in assisting with any of these programs.

Contact Pre-K and Youth Programs Manager, 410-313-4714

Heritage and Historic Programs: The mission of the Howard County Recreation and Parks Heritage Initiative is to capture and convey the authentic and rich history of Howard County through educational programs and historic preservation. Educational programs, special events, tours of its museums and parks, and many other opportunities are available for people of all ages throughout the county. Volunteer opportunities include assisting in the day-to-day operations of museums and historic sites, docents, tour guides, gardeners and much more. Background checks may be required for volunteers over the age of 18 interested in assisting with any of these programs.

Contact Heritage and Historic Manager, 410-313-0420

MPEA- Middle Patuxent Environmental Area: In cooperation with the Middle Patuxent Environmental Foundation, the Howard County Department of Recreation and Parks manages the 1201- acre Middle Patuxent Environmental Area. This natural area is home to a diverse wildlife, including numerous amphibians, reptiles, fish, butterflies, plants, and other wildlife. On-going volunteer opportunities are available such as surveying projects, forest management, deer population management, stream water quality monitoring, educational programming, and more.

Contact MPEA Supervisor, 410-313-6209

Natural Resources: Volunteer opportunities are available for group volunteer searches and clean-up efforts, or volunteer for an individual assignment to survey nature on your own. Past volunteer opportunities have included the International Coastal Clean-up, Project Stream Clean, GreenFest, Butterfly Count Survey's, Frog Watch, Bird Monitoring, Herp Atlas, and more.

Contact Natural Resources Coordinator, 410-313-4697

Recreation Licensed Child Care (RLC): RLC is dedicated to providing a safe, nurturing, quality program for the youth of Howard County. An array of child care programs and camps are offered for children as young as 2 ½ years up through middle school. All programs are licensed through the Maryland State Department of Education Office of Child Care. Programs include, but are not limited to Early Learning

Centers, Before and After School Programs for Elementary and Middle School Students, School's Out Programs, Summer Sunsations Camps, and the Homework Club. Volunteer opportunities are on an as needed basis and include assisting in the day-to-day operations of child care programs and camps. Background checks are required for volunteers 18 yrs. + interested in assisting with any of these programs. Contact Recreation Licensed Child Care Office, 410-313-3706

Sports Coaches Registry: Coaching volunteer opportunities are available in a variety of sports programs, leagues, and tournaments. All volunteers interested in a coaching position must go through the Coaches and Administrators Registry to be considered for a position. The Coaches and Administrator Registry has been established to further ensure the safety and security of our youth athletes through coaching education and training, as well as, to move toward a more simplified approach to coaching accreditation. All coaches (head, assistant, volunteer and paid) and Team Administrators must complete the Coaches and Administrators Registry process on our Volunteer Site, www.HoCoVolunteer.org, before participating in our youth sports programs. Returning volunteers must update their information on the site annually and request renewal of their Registry status prior to applying for any sport specific Coaching or Administrator opportunity. All applicants are required to do the following to complete the Registry process: Provide a Head Shot Photo, Obtain a Certificate of Completion from the "Coaching Essentials" Course, Obtain a Certificate of Completion from the "Concussion in Sports" course, Obtain a Work Permit if under the age of 18, and Undergo a Background Check if over the age of 18.

Contact Community Sports & Coaches and Administrator Registry Manager, 410-313-4706

Therapeutic Recreation and Inclusion: Offers a variety of activities for individuals of all ages. The mission is to improve the quality of life for individuals with disabilities by providing community recreational and leisure opportunities and promoting lifelong skills. Programs include, but are not limited to fitness and creative arts programs, social groups, community outings and summer camp programs. Volunteer opportunities are on an as needed basis and include assisting in the day-to-day operations of programs and camps, assistance with social groups and special events. Background checks are required for volunteers over the age of 18 interested in assisting with any of these programs.

Contact Therapeutic Recreation & Inclusion Services Manager, 410-313-4628

Trips and Tours: Trips and Tours schedules vary from season to season, but may include outings such as visits to New York City or Ocean City, museums, sporting events, theater or opera concerts, or food lover's excursions. Volunteer opportunities are available on an as needed basis in areas such as tour guides or planning helpers. Background checks may be required for volunteers over the age of 18 interested in assisting with any of these programs.

Contact Trips and Tours Coordinator, 410-313-7279

Tweens and Teen: Offers a variety of activities, classes, programs, and camps for youth ages 11 to 18 years of age. Programs include, but are not limited to cooking, arts and crafts, dance, music and theater, enrichment, and science and technology, classes and camps. Special events and after school programs are also offered seasonally. Volunteer opportunities are on an as needed basis and include assisting in the day-to-day operations of tween and teen programs and camps. Background checks are required for volunteers over the age of 18 interested in assisting with any of these programs.

Contact Pre-K and Youth Programs Manager, 410-313-4609

55+ Adult: Offers a variety of activities, classes, programs, and special events for adult's ages 55 years of age and above. Programs include, but are not limited to cooking, arts and crafts, dance, music and theater, enrichment, and lifelong learning, classes. Volunteer opportunities are on an as needed basis and include assisting in the day-to-day operations of adult programs and events. Background checks may be required for volunteers over the age of 18 interested in assisting with any of these programs.

Contact Adult Programs Manager, 410-313-7311

PROGRAM CANCELATIONS & DELAYED OPENINGS

1. If school is closed for snow and or ice:

- All programs are canceled.
- All Recreation and Parks indoor facilities are closed.

If school is closed early due to inclement weather:

- All after-school and evening programs are automatically canceled.
- All Recreation and Parks indoor facilities are also closed.
- Recreational Licensed Child Care (RLC) staff should follow the guidelines for snow days / delayed openings stated in the RLC section of this manual.

One hour Howard County school delay for snow and or ice:

- All before-care programs are canceled.
- All morning pre-school programs are canceled.
- Any program with a 9:30 a.m. or earlier starting time is canceled.
- All other programs will occur as scheduled.
- Recreation and Parks indoor facilities will open at 9:30 a.m.

Two hour Howard County school delay for snow and or ice:

- All before-care programs are canceled.
- All Senior Adult 55+ programs and trips are canceled.
- All morning pre-school programs are canceled.
- Programs with a 10:30 a.m. or earlier starting time are canceled.
- All other programs will occur as scheduled.
- Recreation and Parks indoor facilities will open at 10:30 a.m.

Check the program status line for school closing events that are not weather related.

- 2. On weekends, if the snow emergency plan is in effect for Howard County by 7 a.m., all programs will be canceled for that day and evening. Programs held in non-school facilities (i.e. Gary J. Arthur Community Center, North Laurel Community Center, Roger Carter Community Center, Meadowbrook Athletic Complex, Robinson Nature Center, Schooley Mill Recreation Center) have the option to operate as scheduled provided that the snow emergency plan has been lifted in Howard County before the program starting time. This decision must be approved by immediate supervisors and appropriate communication placed on the automated answering system.
- **3.** When in doubt, call your immediate supervisor.
- **4.** In inclement weather, call one of the following numbers Monday-Friday after 4 p.m., or on weekends after 7 a.m., for a recorded announcement about program changes and cancellations, or for field conditions:

PROGRAM STATUS LINE

Inclement Weather/Program Status Recording

Activities / Programs	410-313-4451
Recreational Licensed Child Care	410-313-4451
Facility Information	410-313-4452

Ball-Field Conditions

Call Mon-Fri after 4 p.m.; Saturday and Sunday after 7 a.m. for recorded announcement

All School fields	410-313-6827
Alpha Ridge Park	410-313-4372
Blandair Park	410-313-3673
Cedar Lane Park	410-313-4453
Centennial Park	410-313-4454
Cypressmede Park and Hollifield fields	410-313-4457
Dayton Oaks Park	410-313-4458
Dickinson, Hammond, Hawthorn, Huntington P	arks 410-313-4459
East Columbia Library, Guilford Park, North La	urel fields 410-313-4456
Howard County Center for the Arts fields	410-313-4455
Martin Road Park	410-313-4459
Meadowbrook Park	410-313-2727
Rockburn, Waterloo & Dog Park (Off-Leash Are	ea) 410-313-4455
Savage Park	410-313-4456
Schooley Mill Park	410-313-4458
Western Regional Park	410-313-4372

^{5.} Volunteers should be instructed concerning our weather policy and tune to local radio or television stations for announcements of snow emergencies for Howard County, or call the proper recording listed above.



INTRODUCTION

The success of the Volunteer Program depends strongly upon the ability of department staff and volunteers fostering and maintaining a harmonious working relationship. This is a dynamic program which grows and evolves to meet the needs of the Howard County Department of Recreation and Parks and the needs of the community it serves.

This volunteer manual is designed to answer questions, provide required information, and give guidance and direction to the Department of Recreation and Parks staff and volunteers. This handbook contains policies, procedures and work guidelines that are applicable to all volunteer opportunities. It is meant to supplement any training or orientation that you will receive from the Program Supervisor related to your specific volunteer position. Additional guidelines may be made available to you as part of your training and orientation to a particular location or volunteer opportunity.

If you have questions or concerns regarding the Volunteer Program, please contact the Volunteer Manager at 410-313-4624 or sberry@howardcountymd.gov

GOALS

The goals of the HCRP's Volunteer Programs are:

- To create and nurture mutually beneficial partnerships with area community groups, schools, nonprofits, governmental organizations, nonprofits, and businesses.
- To conserve resources by utilizing volunteers to support and strengthen the work of the Department of Recreation and Parks staff.
- To provide volunteers with opportunities that offer meaningful, productive work while learning new skills and meeting new people.
- To recognize volunteers and convey appreciation for their contributions of time and talent.

DEFINITION OF A VOLUNTEER

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the Department of Recreation and Parks. A "volunteer" must be officially accepted and enrolled by the Department of Recreation and Parks prior to performance of any tasks.

BENEFITS OF VOLUNTEERING

Volunteering has a meaningful, positive impact on your community. But did you know that it could have many benefits for you too? Here are some reasons to volunteer:

Learn a new skill:

Volunteering is the perfect vehicle to discover something you are really good at or to develop a new skill.

Be part of your community:

Volunteering is ultimately about helping others and having an impact on people's well-being. What better way is there to connect with your community and give a little back?

Find a sense of achievement:

Volunteering is about enthusiastically giving your time, energy and skills freely. It may be true that no one person can solve all of the world's problems, but what you can do is make the little corner of the world where you live just a little bit better.

Boost your career options:

If you are thinking of a career change, then volunteering is a perfect way to explore new fields.

Discover interests and hobbies:

Finding new interests and hobbies through volunteering can be fun, relaxing and energizing. Sometimes a volunteer experience can lead you to something you never even thought about or help you discover a hobby or interest you would not have considered.

Meet a diverse range of people:

Volunteering brings together a diverse range of people from all backgrounds and walks of life. Not only will you develop lasting personal and professional relationships but it is also a great way to learn about people from all walks of life, different environments, and new industries.

Send a signal to your employer, teachers, friends and family:

Volunteering reflects and supports a complete picture of you, and gives real examples of your commitment, dedication and interests. Show people what you are passionate about and maybe you will inspire them too!

Earn service learning hours:

Students are able to earn hours for their participation in service learning projects. Service learning makes connections between the classroom and the community.

VOLUNTEER RECOGNITON

The Department of Recreation and Parks seeks to recognize and celebrate the energy and commitment of its volunteers. Volunteer recognition is provided by each individual program on an on-going basis.

Additionally, throughout the year, the Department of Recreation and Parks seeks to thank volunteers for their dedication of their time and talent through appreciation methods such as handwritten notes, official thank you letters, volunteer t-shirts, appreciation luncheons, social media postings, department awards nominations, state fair discount tickets, and much more.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

Volunteers are viewed as one of the most valuable resources of the department, its staff, and its patrons. Volunteers have the right to be offered meaningful assignments that provide a good fit for their interests and abilities, the right to be treated fairly, receive proper orientation and effective supervision, and the right to recognition for work done. Volunteers have the right to work in a safe environment and to communicate any concerns should they arise.

In return, we ask that volunteers agree to perform volunteer duties to the best of their abilities and represent the Department of Recreation and Parks in a positive light and operate according to its policies and procedures. We ask that you treat the Department of Recreation and Parks patrons fairly and work within the scope of your volunteer assignment to make the Department of Recreation and Parks and its programs successful and accessible for all citizens.

HOW TO GET STARTED

First, determine your level of involvement. Do you desire to volunteer for a few hours or do you wish to be involved in a program over an extended period of time? The Department of Recreation and Parks has one-time, ongoing, and special event opportunities.

Our volunteer opportunities are ever-evolving, so please visit our website for a full list of volunteer opportunities at: www.HoCoVolunteer.org

VOLUNTEER APPLICATION PROCESS

A person desiring to apply to become a volunteer with the Department of Recreation and Parks has two options: You can complete an electronic (on-line) application or a paper application.

The preferred method of registering to become a volunteer is by creating a volunteer profile at www.HoCoVolunteer.org. Creating an online profile allows the volunteer to sign up for as many opportunities as he/she desires without having to complete the Volunteer Agreement form repeatedly. The online volunteer application method saves the volunteer time and helps to cut down on the amount of paper being used.

If the volunteer prefers to register to become a volunteer using the paper copy Volunteer Application format, he/she will be required to sign a Volunteer Agreement form for each new volunteer opportunity and at the start of each year.

Electronic Volunteer Application

- 1. Visit www.HoCoVolunteer.org
- 2. Search the list of volunteer opportunities currently available by scrolling down to the bottom of the page to specify your search options.
- 3. Once you've identified a volunteer opportunity of interest click the blue "sign up" tab located underneath the opportunity image.
- 4. You will then be prompted to either log in or create a new account. Click the green "apply to become a volunteer tab" to create a new account.
- 5. All volunteers are required to click "I agree" or "I do not agree and wish to discontinue my Volunteer Application" tab before moving forward to the Volunteer Application form. Please note: if you click the "I do not agree..." tab, you will be redirected back to the Volunteer Home page. In order to proceed to the Volunteer Application form, you must agree to the terms.
- 6. After agreeing to the terms, the Volunteer Application fields will appear. All fields with an (*) are fields that require information.
- 7. Under the "Attachments" section, you will be required to attach/upload supporting documentation. A list of requirements is provided below. Click on the name of the attachment, example: "profile image", "minor work permit" to indicate what attachment you will be uploading. Attach/upload your supporting documentation. Be sure to click the "upload" button. A green check will appear next to the attachment title when the attachment has been successfully uploaded.
- 8. Complete the required emergency contact section
- 9. Click the blue "Submit Application" button at the bottom of the screen.
- 10. Note: The selection and screening process may include an interview, reference check, and/or a background check. A background check may be required depending upon the volunteer position.

Upon completion, the volunteer opportunity supervisor will receive an email notification stating that you have registered or expressed interest in a volunteer opportunity. You will also receive an automated email with additional information regarding the opportunity. The Program Supervisor will contact you with further information prior to the start of the opportunity. Volunteers may **not** begin their service until all paperwork is completed including: application, volunteer agreement, and satisfactory background check results and reference checks.

After creating your initial on-line volunteer account, signing up for other volunteer opportunities are easy with just one click. Simply search the www.HoCoVolunteer.org website for volunteer opportunities and click the "sign up" tab to register. That's it!

Paper Copy Volunteer Application and Volunteer Agreement Forms

If a volunteer prefers to sign up to volunteer using the hard copy paper format instead of the electronic online format, he/she will have to complete the Volunteer Application form only once, but he/she will be required to sign a Volunteer Agreement form for each new volunteer position they are assigned.

- 1. Volunteer Application and Volunteer Agreement forms in the hard copy paper format are available upon request from the Program Supervisor or the Volunteer Manager at sberry@howardcountymd.gov to request a paper copy of these forms.
- 2. Complete the Volunteer Application or Volunteer Agreement form in its entirety.
- 3. Submit Volunteer Application or Volunteer Agreement form to Program Supervisor or the Volunteer Manager at sberry@howardcountymd.gov
- 4. Provide a copy of a Photo I.D to the Volunteer Manager at sberry@howardcountymd.gov (Driver's License, School ID, Gov't Issued)
- 5. Provide a Work Permit for students under 18 years of age who are volunteering for more than three days; work permit is not required for one-day/special events. Work Permits should be submitted to the Program Supervisor or the Volunteer Manager at sberry@howardcountymd.gov. (See Appendix I for work permit instructions.)
- 6. Upon receipt of your volunteer application, we will contact you to provide you with further information regarding the volunteer opportunity.
- 7. Note: The selection and screening process may include an interview, reference check, and/or a background check. A background check may be required depending upon the volunteer position.

A sample copy of the Volunteer Application and Volunteer Agreement form is provided in the appendix.

SUPPORTING DOCUMENTS

- Provide Photo I.D.: Driver's License, School ID, Gov't Issued I.D. can be uploaded to your
 online volunteer profile as a miscellaneous attachment or emailed to Volunteer Manager
 at sberry@howardcountymd.gov
- Work Permit: If under 18 years of age, a work permit is required to volunteer for opportunities lasting more than three days. Work permits are not required for one-day/special events. Once received, work permits should be uploaded to your online volunteer profile as an attachment or emailed to the Program Supervisor or the Volunteer Manager at sberry@howardcountymd.gov. (See Appendix I for work permit instructions.) To obtain a work permit, please visit: https://www.dllr.state.md.us/ChildWorkPermit/web/content/Home.aspx
- Background Check: A background check may be required depending upon the position in which you are applying. If a background check is required, the volunteer opportunity posting will indicate the need in the description. You will be contacted via email to initiate the background check process which will include the signing of the Background Release Authorization Form as well as providing personal information to the Background Check company.
- Certifications and other supporting documents: Other supporting documents such as coaching certifications may be required depending upon the position in which you are volunteering. Supporting documents will need to be uploaded to your online volunteer profile as an attachment or emailed to the Program Supervisor.

VOLUNTEER PROCEDURES AND GUIDELINES

ORIENTATION AND TRAINING

Since each volunteer position is different, training will be provided by your Program Supervisor. Training will be appropriate to the complexity of the volunteer position.

SUPERVISION

All volunteers will have a clearly identified supervisor. This supervisor may be a Program Supervisor or, in some cases, an appointed volunteer. The supervisor is responsible for guidance and support of the volunteer and should be available for questions. Adult supervision is required for volunteers under the age of 18. Volunteers must check in with the supervisor or program leader at the beginning of the program so that supervisors can keep a record of volunteer time and offer appropriate supervision.

AGE MINIMUM

Volunteer opportunities will specify any age restrictions in the posting. The minimum age for volunteers is 16 unless accompanied by an adult or staff supervision is provided. Exceptions may be made on a case-by-case basis. All minor volunteers will require parent/guardian approval prior to beginning volunteer work. Work Permits are required for volunteers under the age of 18 when volunteering for more than three days. Work Permits are not required for one-day/special events.

DUTY RESTRICTIONS

Certain safety and organizational precautions must be taken in assigning volunteers to duties and defining their responsibilities:

- 1. A volunteer cannot be used to replace or eliminate any authorized staff position. Rather, volunteers assist the Department of Recreation and Parks employees in the completion of their duties.
- 2. A volunteer may not be placed in a hazardous situation or exposed to hazardous chemicals as part of their work.
- 3. Volunteers are prohibited from using power tools of any kind including County vehicles.

CRIMINAL BACKGROUND INFORMATION

It is the policy of Howard County Department of Recreation and Parks that all volunteers who provide direct service undergo a background check. Direct service is defined as leading activity programs, providing instruction, supporting special events, leading trips and tours, facilitating the involvement of participants with disabilities and coaching youth sports for more than three consecutive days. A background check may require that a volunteer be fingerprinted or undergo a social security/criminal screening check. A satisfactory background check result is required before the volunteer can begin the assignment. Individuals volunteering for licensed programs will undergo a CJIS background check.

An annual background check will be conducted on volunteers who provide direct service for the department and are not included in the background check exemption list below:

The following categories are exempt from background checks:

- Volunteers serving on Boards or Committees, with the exception of sports advisory board members
- Volunteer positions for no more than three consecutive days. These volunteer positions
 provide service for approximately 3-5 hours a day and generally volunteer once a year.
 Recreation and Parks staff directly supervises volunteers at special events.
- Families and groups (such as scouts, Adopt-A-Park participants, and eagle scouts who volunteer their services in our nature projects, clean up and park maintenance projects and community service projects) would be exempt from background checks.
- Volunteers of our formal partners or contractors.
- Youth sports team helpers other than the head coach/manager and assistant coach(s). It will be the responsibility of the head coach/manager to ensure that anyone else assisting with the program will not be left alone with a participant. (This type of person is referred to as an "incidental assistant", which is defined as an unregistered person who assists with a program, but does not meet the definition of a volunteer. Incidental Assistants are not considered as registered Department of Recreation and Parks volunteers.)
- Volunteers providing administrative support provided they are denied access to confidential or personal information.

The Appointing Authority will make the final determination regarding any background check issues from the county vendor.

WRITTEN COMMUNICATION, SOCIAL MEDIA, & CONFIDENTIALITY

All newsletters, letters, or other notifications to parents/participants must be pre-approved by the Program Supervisor *before* printing or sending. Sufficient time should be allowed to receive approval. If e-mailing, the Supervisor must be "cc" on the actual e-mail going to parents. Any signage needs to display the Howard County Recreation and Parks official logo and be computer generated.

Volunteer and staff understand that in the performance of their duties they will have access to certain sensitive and confidential information about participants that may be or is protected by both State and Federal law. For that reason, it is the policy of the Department of Recreation and Parks that *all* information obtained about a participant is confidential and may not be mentioned, shared, or otherwise disclosed for any reason other than when required by the job responsibilities assigned by the County. Further, such information may only be released to authorized individuals.

Prohibited activities include, but are not limited to, mentioning, showing, or otherwise disclosing the following information about a participant:

- Participant's name
- Behavior incident or accident
- Accommodations or adaptations
- Medical information
- Photographs, whether taken on a cell phone or otherwise, that are not authorized for program publication purposes (example: taking a photo of a participant on a cell phone and placing the photo on a personal social media site such as Facebook is not allowed.)

Volunteer and staff further understand that if they wrongfully disclose confidential information, they may be subject to disciplinary action by the County up to and including dismissal or termination of the volunteer's relationship with the Department of Recreation and Parks.

DRUG AND ALCOHOL USE

The County is committed to maintaining a work environment free of the taint of substance abuse, and requires all volunteers to refrain from reporting to their work site while under the influence of drugs or alcohol. All volunteers should refrain from purchasing or consuming alcohol while onduty or in any attire which displays an insignia of the County. Any such behavior will result in immediate removal from a volunteer position. If you observe another volunteer doing so, you should report this immediately to the Volunteer Manager.

DRESS CODE

As a representative of the Department of Recreation and Parks, volunteers are responsible for presenting a positive image to the public. Volunteers must adhere to the Department of Recreation and Parks dress code as follows:

- If issued, the Department of Recreation and Parks name badge or temporary name badge
- Appropriate closed-toe shoes for activities

- If issued, a Department of Recreation and Parks shirt
- Dress appropriately while on duty, clothing not permitted to wear is clothing that promotes illegal activity, inappropriate language or contains images or words of a sexual nature.

The Department recognizes that occasionally volunteers and staff may wear their issued Department of Recreation and Parks shirts outside of work hours. In most situations the wearing of the Department of Recreation and Parks shirts may be a marketing advantage to Howard County; but, beware that when attired in a Department of Recreation and Parks shirt during non-work periods, how you represent yourself can be detrimental to your volunteer/employment status. All volunteers should refrain from purchasing or consuming alcohol while on-duty or in any attire which displays an insignia of the County. Any such behavior will result in immediate removal from a volunteer position.

SOLICITATION

Volunteers may not perform non-Department of Recreation and Parks solicitation or distribute non-Department of Recreation and Parks literature. Solicitation or loitering is strictly prohibited.

VOLUNTEER LIABILITY

Liability protection with respect to damages to third parties is available to you to the same extent as County employees under State Law (as long as you are acting within the scope of your duties as a volunteer.) **Howard County assumes no liability for personal injury or damage to personal property unless caused by the sole negligence of the County.** All volunteers must read and sign a waiver of liability prior to commencing a volunteer position.

INCOME TAXES

As a volunteer, you are eligible to claim your volunteer mileage to and from your volunteer site at the rate stated in the current tax law.

TRANSPORTATION/DRIVING

Volunteers are not permitted to use the Department of Recreation and Parks vehicles. Volunteers who choose to use their personal vehicles while conducting volunteer activities assume liability under their own insurance. **Use of a personal vehicle to transport program participants is not permitted and may result in dismissal or termination.**

CONDUCT

As a Howard County Department of Recreation and Parks volunteer, the lasting impression you make on those you serve reflects directly on all of us. Please be sure your words and deeds will help build our department and its reputation for quality. Your assignments may be outdoors, in an office or a school setting. Be sure your attire and actions are appropriate to your assignment and workplace. In dealing with Howard County citizens and program participants, you must be unfailingly polite and mannerly. It is not your role or responsibility to handle unhappy participants. Should you find yourself in a situation where courtesy is becoming difficult, please refer the matter to the nearest responsible Department of Recreation and Parks employee. Howard County complies with all laws about race, creed and religion. Just remember, in your interactions with others, to treat them as you would want to be treated.

HARASSMENT

The County is committed to maintaining a work environment in which all individuals are treated with respect and dignity. Volunteers and employees have the right to work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices, including harassment.

Harassment, whether verbal, physical, non-verbal or visual, arising in County owned facilities, at work assignments outside of County owned facilities, or at County sponsored or endorsed functions, including social functions, is unacceptable and will not be tolerated. Such harassment is also illegal. Normal, courteous, mutually respectful, non-coercive interaction between employees that is acceptable to and welcomed by both parties, however, is not to be considered harassment under the terms of this policy.

The County encourages employees to promptly report all information concerning workplace harassment without regard to the identity of the harasser or victim. The County is committed to promptly and thoroughly investigating all complaints of harassment and to taking prompt and effective remedial action to stop such conduct from occurring.

ETHICS CODE

Effective January 2012, Howard County Government's new Public Ethics law went into effect. In general, this law is a guideline for volunteers. Employees and volunteers are prohibited from soliciting and accepting any gift or compensation from a person whose interests are different from the public interest that could be affected by the employee's/volunteer's actions. Unsolicited gifts of nominal value that do not exceed \$20 in cost or trivial items of informational value are permitted. See www.howardcountymd.gov for the law.

REFERENCE CHECKS

Volunteer applicants must submit personal references. We reserve the right to check references before allowing volunteers to work in programs.

TWO ADULT RULE

As a volunteer with Howard County Recreation and Parks you must adhere always to the department's Two Adult Rule policy. As a volunteer, you should never be alone with a child, always make sure another adult is present. This rule is to protect volunteers from any allegations that may arise from being left alone with a child. If you are in a situation where a child is waiting to be picked up after an activity, ensure that another adult is present until the child is picked up. Any questions or concerns please contact your Program Supervisor.

INJURY, INCIDENT AND ACCIDENT REPORTS

For all serious emergencies, call 911. Any accident or injury which involves an on-duty volunteer must also be reported to your supervisor immediately, regardless of the nature of the injury. The incident, accident or injury may require the completion of paperwork by you and/or your Program Supervisor. Please report unsafe conditions or defective equipment to your supervisor immediately.

EMGERGENCY PROCEDURES

- 1. In an emergency: Dial 911 (from 313 extensions, dial 9 +911)
- 2. Without delay, contact your immediate supervisor.
- 3. If you are unable to reach your immediate supervisor, contact the following people in the order listed until you reach someone:

Shawnté Berry, Volunteer Manager 410-313-4624

Linda DiPanfilo, Volunteer Coordinator 410-313-4704

Kathy Kemp, RSD Administrative/Volunteer Assistant 410-313-4620

Phil Bryan, Recreation Services Division Superintendent 410-313-1668

Allan Harden, Sports and Adventure Services Superintendent, 410-313-4652

- 4. Poison Control: 410-528-7701. Identify the poison, if possible.
- 5. If you are locked out of a school, please contact your immediate supervisor.

SAFETY PROCEDURES

Making recreation facilities and programs as safe as possible is a primary responsibility of every leader. The preventive measure is the establishment of sound discipline at the beginning of your program. Strict enforcement of rules and regulations is essential.

Rules of Safety

- Organize and lead activities which suit the ability of the participants, as well as the facility area.
- Provide adequate supervision for all activities at all times.
- Restrict activities to assigned areas.
- Use only facilities and equipment which has been previously checked and cleared of hazards.
- Know the proper use of all equipment.
- "Spot" participants if the activity is new to them.
- Try to anticipate and avoid any dangerous situations before beginning your program.

INCLUSION SERVICES AND ADAPTIVE PROGRAMMING

The Department of Recreation and Parks welcomes people of all ages with varying levels of ability to participate in programs and services to make friends, have fun, learn new skills, increase selfworth and self-esteem and enjoy the feeling of accomplishment. The Department of Recreation and Parks provides appropriate and reasonable accommodations, support, and special staff preparation and training to make your volunteer experience inviting, pleasant and successful. Please contact your Program Supervisor should you have any questions or would like to arrange accommodations for your volunteer activity.

SEPARATION OF VOLUNTEER SERVICE

As volunteers willingly and freely offer services with no expectation of payment or compensation, the Department of Recreation and Parks recognizes the right of volunteers to discontinue their service at any time for any reason.

Volunteers serve at the pleasure of the Appointing Authority or the Department /Agency (or their designee) and may be dismissed from volunteer duties at any time, with or without cause. A volunteer may not be selected for volunteer service. This determination may be made with or without cause.

Volunteers are expected to act as positive role models and exhibit strong leadership skills. When the department observes or receives a complaint about inappropriate behavior on the part of a volunteer the incident or alleged incident will be promptly addressed or investigated. If it is determined that the complaint is valid and warrants discipline the following progressive actions may occur:

- First Incident: verbal counseling with department staff. (*Note: the severity of the incident may warrant more severe action at the first incident*).
- Second Incident: written warning with a one (1) week suspension.
- Third Incident: within the same year, a one (1) year suspension from volunteering. The suspension shall run from the date of the suspension until that date the following year.
- Any additional incidents will result in an indefinite suspension from all department sponsored programs, events and activities.

If the volunteer is not satisfactorily completing his/her job duties, the Appointing Authority (or his designee) for the department will notify the volunteer in writing of his/her dismissal. If necessary, the supervisor/coordinator for the program will contact the volunteer by phone to apprise him/her of the situation. The dismissal letter will follow. The Program Supervisor has the ability to suspend a volunteer, pending a review by the Division Superintendent.

The department reserves the right to take whatever action deemed necessary at any time to ensure that all volunteers are acting in the best interest of the programs, events and activities.

FEEDBACK/EVALUATIONS

Volunteer feedback helps us to set goals, measure progress, gather input and identify ways to improve the volunteer experience as well as assess the volunteer's interest in future opportunities with HCRP.

Volunteers are welcome to give feedback to their supervisor at any time. Volunteers may be asked for regular feedback by their supervisor. Feedback may include a one-on-one meeting with a coach at the end of a sports season, an emailed survey following a special event, annual renewal meetings with Park Scout groups and more.

A volunteer who has a position-related concern is welcomed and encouraged to discuss the issue with his/her Program Supervisor or the Volunteer Manager. Every attempt will be made to resolve a problem through the discussion process. If a matter remains unresolved, it will be referred to the Director of the Department, whose decision will be final.

ON THE JOB TRAINING

Volunteers receive on-the-job training to help them with information and tools to perform their duties. On-the-job training may be provided by your Program Supervisor or a qualified volunteer trainer.

ABSENTEEISM & PUNCTUALITY

Please be on time and arrive when expected. If you are unable to arrive for your assigned time, please let your Program Supervisor know as soon as possible.

IDENTIFICATION

Some volunteers will receive a volunteer identification card, depending upon your duties. You should carry this card on volunteer assignments and wear it when appropriate. Your identification card is required during games, practices, and tournaments if you are a volunteer for the Coaches and Administrator Registry.

BORROWING AND LENDING

No volunteer of the Department of Recreation and Parks shall loan or borrow any materials or documents without the prior approval from a Program Supervisor.

SMOKING

It is the policy of the Department of Recreation and Parks to have and provide a smoke-free, healthy, and safe work environment. Therefore, smoking is prohibited in the Department of Recreation and Parks facilities and parks. Volunteers who smoke must do so only in designated areas.

RECORD KEEPING

Volunteers are asked to complete and submit a volunteer timecard to their Program Supervisor at the end of each assignment or monthly. It is very important that you return your timecard to provide information for the following:

- Dates worked
- Time of work
- Total hours worked
- Title of program/event worked

Volunteer timecards are available upon request from your Program Supervisor or the Volunteer Manager. A sample copy of the volunteer timecard is available in the appendix.

APPENDIX

A. SAMPLE VOLUNTEER APPLICATION FORM - PAPER COPY

CONTACT INFORMATION	
Name:	
First	M.I. Last
Address:	
	Zip Code:
Home Phone:	Cell Phone:
Email Address:	Birth Date: / / /
Emergency Contact Name:	Relationship:
Emergency Contact Phone:	
REASON FOR VOLUNTEERING	
Check all that apply:	☐ To support my community
☐ Academic Credit/Experience	☐ To support Howard County Recreation & Parks
■ To support a family member participating in a program	Other:
☐ To share my skills	
☐ To meet requirements for a scout group or club	
VOLUNTEER POSITION INTERESTS	
What volunteer opportunities are you interested in?	☐ Sports Coach
■ Environmental/Nature Programs	Program Name:
☐ Historic Sites	☐ Special Events Program Name:
■ After School/ Youth Programs	☐ Community Centers, Parks, and Facilities
☐ Senior Programs	Other:
PREVIOUS VOLUNTEER EXPERIENCE, S	
Please list any information that you consider pertinent to Including professional affiliations, school honors, skills, str	
including professional anniations, school notions, skills, sti	rengtis, training and/or experience.
PERSONAL INFORMATION	
Employment Information: Employed Unemploye	ed Retired Student
Employer's Name or School Currently Attending:	
Occupation:	
Health issues: Are there any health concerns that our staff should be awa If yes, please specify:	are of? Yes No

Howard County | VOLUNTEER APPLICATION

Na	ne:Phone Number:		
Na	ne:Phone Number:		
	GENERAL INFORMATION		
Αff	rmative response to the following guestion will not automatically exclude you from volunteering.		
	e you ever been convicted of an offense in an adult court?		
lf y	s, please explain:		
_			
	VOLUNTEER TERMS AND SIGNATURE		
	I give Howard County Recreation & Parks permission to do a background check prior to my volunteer assignment. I understand that my volunteer service is contingent upon receiving satisfactory background check results.		
	I understand that I will not be paid as a volunteer.		
•	I understand that I will serve at the pleasure of the Appointing Authority of the Department/Agency (or their designee) and may be dismissed from my volunteer duties at any time, with or without cause. A volunteer may not be selected for volunte service. This determination may be made with or without cause.		
	I agree to perform the volunteer duties to which I am assigned to the best of my ability and in a professional manner.		
•	I understand that as a volunteer, authorized by the Volunteer Coordinator, I am afforded liability protection with respect to damages to third parties to the same extent as county employees, as long as I am acting within the scope of my duties as a volunteer. Howard County assumes no liability for injury to me or damage to my personal property unless caused by the negligence of the County.		
•	On behalf of myself and/or my child, I understand that there are inherent dangers in any recreational activity or program su as slips, falls, and various athletic injuries related to sports and play. I/we hereby release and hold harmless Howard County, Maryland, its officials, agents and employees from liability or obligation arising from, or in connection with, me/my child's volunteer activities.		
	Howard County Recreation & Parks reserves the right to photograph programs and volunteers for publicity purposes.		
	Please visit www.howardcountymd.gov/rap to access the Volunteer Handbook.		
•	Please submit a copy of your photo ID to: volunteer@howardcountymd.gov (Driver's License, Passport, Government Issued ID, School ID)		
	reby certify that the information provided above is true and complete and I accept the terms and conditions of volunteering Howard County Recreation & Parks.		
Sig	nature of Applicant: Date:		
	nlunteer is under 18 years of age, a parent or guardian must consent to an applicant's working as a volunteer. I hereby conse ny child's participation in the Howard County Department of Recreation & Parks volunteer program.		
	nature of Parent/Guardian: Date:		



f accepted, I agree to volunteer in the following Program/Activity:				
(if you are a coach, please list th	he organization's name)			
Last Name:				
First Name:				
(as it appears on Social	I Security card)			
Email:				
agree to perform the volunteer duties to which I am assigned I understand that I will serve at the pleasure of the Appointing, and may be dismissed from my volunteer duties at any time, w for volunteer service. This determination may be made with or	Authority of the Department/Agency (or their designee) with or without cause. A volunteer may not be selected r without cause.			
understand that as a volunteer, authorized by the Volunteer Coordinator, I am afforded liability protection with respect o damages to third parties to the same extent as county employees, as long as I am acting within the scope of my duties is a volunteer. Howard County assumes no liability for injury to myself or damage to my personal property unless aused by the negligence of the County.				
On behalf of myself and/or my child, I understand that there as program such as slips, falls, and various athletic injuries related harmless Howard County, Maryland, its officials, agents and en in connection with, my/my child's volunteer activities.	d to sports and play. I/we hereby release and hold			
Howard County Recreation & Parks reserves the right to photo	graph programs and volunteers for publicity purposes.			
Volunteer Signature:	/			
Parent/Guardian Signature:	///			
for access 1- 2	,			
FOR DEPARTMENT OF RECREA				
Start Date:/ Length of Comm	itment:			
Coordinator/Supervisor Signature:	//			

C. SAMPLE VOLUNTEER TIMECARD - PAPER COPY (FULL PAGE AND HALF PAGE)

MONTHLY VOLUNTEER ACTIVITY REPORT

Full Page Sample	Full	Page	Sam	ple
------------------	------	------	-----	-----

∕ Ho	ward Cou	inty Nan	MonthYea	r
			sor	
Volı	ınteei	20		
		Divi		
Date	Time In	Time Out	Program/Duties	Hours
			TOTAL HOURS WOR	KED:
olunteer's	Signature		Date	
pervisor	's Signature		Date	

Please Return this by the 5th of the Following Month
Copy-Volunteer File Original-Volunteer Manager

MONTHLY VOLUNTEER ACTIVITY REPORT

Half Page Sample

Moward Cour	MONTHLY VOLUNTEER ACTIVITY REPORT		
Howard Cour		MonthYear	
Volunteer		Division	
Date Time In		Program/Duties	Hours
		TOTAL HOURS WORKED:	
Volunteer's Signature		Date	
Supervisor's Signature Date			



Department of Recreation and Parks BUREAU OF RECREATION & ADMINISTRATIVE SERVICES

JUNIOR COUNSELOR CORPS VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Junior Counselor

LOCATION: Various camps throughout Howard County

(Locations are subject to change. Notification will be sent out immediately.)

PROGRAM HOURS: Hours will vary depending on camp selection. Hours are generally as

follows: (Some camps run Monday-Priday 9:00AM - 5:00PM. Space is extremely limited for extended

day camps.)

Full-Day Camps Monday-Friday 9:00 AM-3:00 PM Half-Day Camps Monday-Thursday 9:00 AM-Noon

PROGRAM DESCRIPTION:

The Junior Counselor Corps is a summer youth program designed to provide an environment for teens to learn leadership skills by example, activities, and feedback. Under the immediate supervision of the camp staff, the Junior Counselor will assist with the daily operations of a summer camp to include assisting the camp staff in coordination and organizing recreational activities for camp participants.

DUTIES AND RESPONSIBILITES OF VOLUNTEERS:

Assist the Camp Director and staff in coordinating and organizing recreational activities for youth ranging in ages from pre-school to school age. Duties may include, but are not limited to:

- Assist youth in recreational activities
- · Help to ensure the safety of camp participants at all times
- · Follow instructions efficiently and effectively
- · Take the initiative to assist camp staff in daily duties
- · Maintain a positive environment for program participants

QUALIFICATIONS:

Must be between 13-16 years of age or entering the 8th grade in the fall of 2014. Experience working with youth in areas such as baby-sitting, scouts, community groups, sports, or any other volunteer work is preferred, but not required.

TRAINING: On the job training

TIME COMMITMENT: 1 - 7 Weeks during the months of June - August

VOLUNTEER SUPERVISOR Linda DiPanfilo, 410-313-4704



VOLUNTEER SIGN-IN/SIGN-OUT PERMISSION FORM (for volunteers age 8 and above)

The Howard County Department of Recreation & Parks requires that each volunteer be signed in and/or out by a parent/guardian or individual designated on the Volunteer Application Form.

By signing below, you give your child permission to sign themselves in and/or out of the program thus releasing Recreation & Parks from any liability. Program volunteers must sign in and/or out at the scheduled start and end times of the program. Any exceptions must be made in writing.

I understand that there are inherent risks when walking or biking to/from the program. By signing below, I hereby allow my child to sign himself/herself in and/or out of the program and agree to release Howard County, to indemnify and defend the County, and hold the County harmless from and against any and all claims, suits, damages, liabilities and expenses, including reasonable attorney's fees and the County's cost of defense, in connection with the loss of life, personal or bodily injury, and/or damage to or loss of property that arises from the participation of my child in this program, except to the extent that such loss, injury or damage is occasioned by the negligent act or omission of the County, its officers, agents or employees and not by negligence on the part of me or my child. I attest that I have reviewed and determined a safe route for my child to follow to and from the program location.

Parent Name:	
Parent Signature:	Date:
Program/Activity Name:	Location:
Volunteer Name:	Age:
Volunteer Signature:	Date:
Parent Notes:	

F. SAMPLE VOLUNTEER EVALUATION FORM - FRONT PAGE



Volunteer Name:				10070000
	(Please print full	(name)		
Program/Class/Event Title:	Date:			
1. Attitude	Exceeds	Meets	Does Not	Not
	Standards	Standards	Meet Standards	Observed
A. Cheerful and friendly with everyone.			8	
B. Motivated and alert to new experiences.				
C. Cooperative attitude with all staff members.				
 D. Displays patience and understanding with participants. 				
E. Accepts supervision and constructive criticism.	5			
F. Respectfulness				
2. Contribution and Conduct	Exceeds	Meets	Does Not	Not
	Standards	Standards	Meet Standards	Observed
A. Adheres to Department's policies			1	
B. Shows initiative; desires to grow and learn				
C. Receptive to suggestions from others.	21.			j
D. Displays integrity				
E. Performs all required duties in a timely manner and without constant reminders.			· X	
F. Enthusiastic; offers assistance				
G. Works well in a group setting.				
H. Follows instructions				
I. Leads when appropriate				
J. Conducts him/herself in professional manner	8	8	8	
K. Respects confidentiality				
L. Quality of work performed				
- 12.50	E - 2		T	
3. Reliability	Exceeds Standards	Meets Standards	Does Not Meet Standards	Not Observed
A. Reports on time to assigned location.				
 B. Accepts responsibility for own actions. 	E			
C. Manages time efficiently				
4. Appearance	Exceeds Standards	Meets Standards	Does Not Meet Standards	Not Observed
A. Presents a good personal appearance.				
B. Adheres to the Department dress code.				

G. SAMPLE VOLUNTEER EVALUATION FORM – BACK PAGE

Additional Comments:		
		
Would you recommend for future volunteer opportunities or employment?	□ Yes □ No	
If no, please explain:		
Volunteer's Signature:	Date:	
Supervisor's Signature:	Date:	

H. SAMPLE VOLUNTEER BACKGROUND CHECK AUTHORIZATION FORM

Authorization of Background Investigation

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight, Inc. ("HireRight"), and to the release of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may, as allowed by law, obtain additional background reports pertaining to me, without asking for my authorization again, throughout my employment or contract period from HireRight and/or other consumer reporting agencies.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize all of the following, without limitation, to disclose information about me to the consumer reporting agency and its agents: law enforcement and all other federal, state and local agencies, learning institutions (including public and private schools, colleges and universities), testing agencies, information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and all other individuals and sources with any information about or concerning me. The information that can be disclosed to the consumer reporting agency and its agents includes, but is not limited to, information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the Company.

(whenever you have such right under the applicable state law) a copy of your background report if one is obtained on you by the Company.							
Applicant Last Name	First	Middle					
Applicant Signature		Date					

I. SAMPLE WORK PERMIT FORM - FRONT PAGE



WORK PERMIT FOR MINORS

Employment Standards Service 1100 N. Eutaw St. Room 607 Baltimore, MD 21201 Phone: 410-767-2357

Email: DLESSMinorWorkPermit DLLR@maryland.gov

A minor under the age of 14 may not be employed or permitted to work.

Minors 14 through 17 years of age may only work with a work permit.

- The work permit must be in the employer's possession before the minor is permitted to work.
- Employers must keep the work permit on file for three years.

PERMISSIBLE HOURS OF EMPLOYMENT FOR

ALL MINORS

May not be employed or permitted to work more than 5 hours continuously without a non-working period of at least % hour.

MINORS 14-15

4 hours on any day when school is in session.
8 hours on any day when school is not in session.
23 hours in any week when school is in session for 5 days.
40 hours in any week when school is not in session.
May only work between the hours of 7:00 am and 8:00 pm
May work until 9:00 pm from Memorial Day until Labor Day
The hours worked by a minor enrolled in a bona fide workstudy or student-learner program when school is
normally in session may not be counted towards the
permissible hours of work prescribed above.

MINORS 16-17

May spend no more than 12 hours in a combination of school hours and work hours each day. Must be allowed at least 8 consecutive hours of non-work, non-school time in each 24-hour period

EXEMPTIONS

Exceptions to hours and occupations may be granted by the Commissioner of Labor and Industry. Applications for exceptions should be addressed to the Commissioner giving explicit details.

APPYING FOR A WORK PERMIT

Applications for work permits are accepted online at: https://www.dllr.state.md.us/childworkpermit Steps:

- · Minor completes required information online
- · Minor prints work permit
- TO BE VALID: The Minor, the Minor's Parent (Guardian), and the Employer must sign the permit

NON-EMPLOYMENT ACTIVITIES

Activities not considered employment if performed outside of the prescribed school day and the activity does not involve mining, manufacturing or hazardous occupations. The activities include:

- · Farm work performed on a farm.
- . Domestic work performed in or about a home.
- Work performed in a business owned or operated by a parent or one standing in the place of a parent.
- Work performed by non-paid volunteers, in a charitable or non-profit organization, employed with the written consent of a parent or one standing in the place of a parent.
- · Caddying on a golf course.
- · Employment as an instructor on an instructional sailboat.
- Manufacturing of evergreen wreaths in or about a home.
- Delivery of newspapers to the consumer.
- Work performed as a counselor, assistant counselor, or instructor in a youth camp certified under the Maryland Youth Camp Act.
- Hazardous work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue squad who have completed or are taking a course of study relating to firefighting or rescue and who are 16 years of age or older.

SPECIAL PERMITS

Special permits may be issued to minors of any age to be employed as a model, performer, or entertainer. The applications and permits are available only from the Baltimore office of the Division of Labor and Industry.

FEDERAL RESTRICTIONS

Restrictions under the child labor provisions of the Federal Fair Labor Standards Act may be greater than State Standards. In all cases, the higher or more restrictive standard prevails. Information on Federal Standards is available from the Baltimore office (410) 962-6211 and the Hyattsville office (301) 436-6767 of the U.S. Department of Labor, Wage and Hour Division.

J. SAMPLE WORK PERMIT FORM - BACK PAGE

OCCUPATIONS FORBIDDEN TO ALL MINORS

Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. All minors are forbidden to be employed at these occupations with certain exceptions.

- Occupations in or about plant or establishments containing explosive components.
- Occupations of motor-vehicle driver and outside helper.
- Coal-Mine occupations.
- Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill.
- Occupations involved in the operation of power-driven woodworking machines.
- Occupations involving exposure to radioactive substances and to ionizing radiations.
- Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
- Occupations involved in the operation of power-driven metal forming, punching, and shearing machines.

- Occupations in connection with mining, other than manufacturing or storing explosives or articles coal.
- Occupations involving slaughtering, meat-packing or processing, or rendering.
- Occupations involved in the operation of certain power driven bakery machines.
- Occupations involved in the operation of certain powerdriven paper products machines.
- Occupations involved in the manufacture of brick, tile, and kindred products.
- Occupations involved in the operation of circular saws, band saws, and guillotine shears.
- Occupations involved in wrecking, demolition, and shipbreaking operations.
- · Occupations involved in roofing operations.

In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations are forbidden to all minors:

Occupations in, about, or in connection with:

- Blast furnaces.
- Docks or wharves, other than marinas where pleasure boats are sold or served.
- Pilots, firemen, or engineers on any vessel or boat engaged in commerce.
- · Railroads.
- · Erection and repair of electrical wires.
- · Any distillery where alcoholic beverages are -

manufactured, bottled, wrapped or packed.

- The manufacturing of dangerous or toxic chemicals or compounds.
- Cleaning, oiling or wiping of machinery.
- · Any occupation forbidden by any local, state or federal law.
- Any occupation which after investigation by the Commissioner is deemed injurious to the health and welfare of the minor.

A minor may not be employed to transfer monetary funds in any amount between 8 p.m. and 8 a.m. or in any amount over \$100.00 between 8 a.m. and 8 p.m. unless that minor is the child of the owner or operator or the funds have been received in payment of goods or services delivered by the minor.

AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE

- Manufacturing, mechanical or processing occupations including occupations in workrooms, workplaces or storage areas where goods are manufactured or processed.
- (2) Operation, cleaning or adjusting of any power-driven machinery other than office machines.
- (3) Occupations in, about or in connection with (except office or sales work not performed on site):
 - scaffolding
 - acids
 - construction
 - dyes
- brickyardgases
- lumberyard
- lye
- airports
- railroads
- occupations causing dust or gases in injurious quantities
- boats engaged in navigation or commerce
- any occupation deemed injurious by the Commissioner after investigation.

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